

**FOR OFFICIAL USE ONLY: PROCUREMENT SENSITIVE UNTIL  
TENTATIVE COST COMPARISON DECISION**

Attachment 9A – MEO Transition Plan

**Transition Plan**

**For**

**Keesler AFB**

**Most Efficient Organization (MEO)**

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## **1. RECRUITING**

Most Efficient Organization (MEO) recruiting, locally and nationally, will be initiated through the 81<sup>st</sup> Training Wing (TRW) Civilian Personnel Flight (CPF) who will perform processing at the local level and forward all requests for personnel actions to the Air Force Personnel Center (AFPC) who is responsible for filling internal Air Force jobs and is able to recruit from both internal and external sources (i.e., current and former Federal employees as well as applicants with no prior Federal service). Another source for recruiting assistance is the Office of Personnel Management (OPM) who can announce and provide applicant listings for all jobs at Keesler Air Force Base (AFB), however, it is unlikely they will be needed to support this recruiting and staffing effort as AFPC has the ability to respond to the surge associated with these recruiting actions. It is important to note that AFPC and OPM recruitment assistance would only be for those positions that are not filled locally by current, permanent, qualified employees who would be placed into those positions through the reduction-in-force (RIF) process. These current, permanent employees will not be required to apply or be recruited through AFPC or OPM unless competing for a higher-grade position.

The primary risk associated with the recruitment of positions that cannot be filled by current, permanent employees through the RIF process is “time,” given the compressed mobilization and transition requirements (i.e., 60 days from contract award for mobilization followed by transition activities of 0, 15, 30, 45, 60, 75 and 90 days as set forth in Attachment 7 of Request for Proposal (RFP) F41689-02-R-0048). The 81<sup>st</sup> TRW CPF advises that the most recent statistic from AFPC reflect an average of 53 days from the date AFPC receives the request for personnel action to start of employment. Added to this is the time it takes to process clearances which, according to the 81<sup>st</sup> TRW CPF, takes six to eight months to process. With respect to the recruiting time, the 81<sup>st</sup> TRW CPF expects to initiate tentative fill actions, and “sit on ready” awaiting clearance to submit them to AFPC. If necessary, and deemed an emergency, the 81<sup>st</sup> TRW CPF may use emergency appointment authority to fill positions temporarily for a period of 30 days with the ability to extend those temporary appointments another 30 days. Similarly, the 81<sup>st</sup> Training Wing (TRW) Commander (CC), under which the MEO is aligned, may “detail” an individual into an MEO position until such time as the position is competitively filled. The MEO anticipates that the 81<sup>st</sup> TRW/CC with the 81<sup>st</sup> TRW CPF will use either the temporary appointment authority or detail procedures in order to fill the MEO Director’s position (i.e., Chief, Base Operations Support (BO)), thus permitting (1) participation in all MEO recruitment and staffing actions, (2) the determination of how best to gather data to calculate metrics and submission of the resulting plan, and (3) the submission of a customer satisfaction measurement plan. In turn, should the RIF process not yield sufficient personnel, the MEO Director in concert with the 81<sup>st</sup> TRW/CC and CPF may be required to detail or temporarily appoint a significant number of supervisory, clerical, quality, and fuels personnel (i.e., positions with T-60 through T-5 in the Attachment 9B, *Transition Activities Spreadsheet*) in order to permit transition by the mandated dates, and in the case of supervisory positions, participation in the recruitment and staffing effort. Regarding security clearance processing time, it is critical that personnel with the necessary knowledge, skills and abilities, already possessing the clearance required of that position, be recruited in order to fully transition by the mandated times. Local and national

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recruitment efforts that extend to current and former military and Federal service employees should mitigate the risk associated with security clearance processing times.

**2. TRANSITION TIME LINE**

During the first 60 days following contract award, the MEO Director will work closely with the 81<sup>st</sup> TRW CPF, for those positions not filled through the reduction-in-force (RIF) process, to immediately forward request for personnel fill actions to AFPC for recruitment and staffing action so that all positions are filled by the time frames set forth in the Attachment 9B, *Transition Activities Spreadsheet* which depicts the RFP Attachment 7, Mobilization and Transition Plan transition activities and required date of incremental assumption as well as the MEO office symbol code (OSC) where that transition activity falls, the General Schedule (GS)/Federal Wage (FW) series and grade, classification and (where included) duty titles, the number of personnel required for that transition activity, when those personnel will start in order to permit adequate time to observe, interact, and work with the incumbent workforce, and any clearance, training, licensing and certification requirements for each position that must be completed for that transition activity prior to the required date of incremental assumption. As evident by the Attachment 9B, *Transition Activities Spreadsheet*, not all personnel will start on the first day of transition (excluding those transition activities that must assume full responsibility on the first day), however, all personnel will start in sufficient time to receive the indicated training and still observe, interface, and work with the incumbent up until the time dictated for incremental assumption as well as to conduct joint inventories of government-furnished property no later than five days prior to the mandated date of initial assumption.

**3. INVENTORY AND ACCEPTANCE**

No later than five days prior to the MEO's initial assumption of each transition activity, workcenter supervisors will ensure that all government-furnished property, to include facilities, are inventoried, accounted for, and suitable for their intended use. Any missing and/or unsuitable government-furnished property will be immediately identified to the Contracting Officer for resolution under Federal Acquisition Regulation (FAR) Clause 52.245-5, "Government Property (Cost-Reimbursement, Time-And-Material, or Labor Hour Contracts)(Deviation)." In addition, once the MEO is formally stood-up, all government furnished-property excess to the MEO's needs will be turned-in and accounts adjusted to reflect same.

**4. INTERFACING WITH GOVERNMENT PERFORAMNCE MANAGEMENT OFFICE (PMO) AND THE 81<sup>st</sup> TRW DURING MOBILIZATION AND TRANSITION**

The MEO Director will work closely with the PMO and 81<sup>st</sup> TRW senior leadership during mobilization and transition to keep all parties apprised of the progress of the MEO stand-up. During the mobilization period, the MEO Director will work with the 81<sup>st</sup> TRW CPF to ensure that all positions not filled through the RIF process are initiated and that request for personnel actions are forwarded to AFPC for recruitment and staffing actions and to do so in sufficient time to permit start by each position no later than the dates set forth in Attachment 9B, *Transition Activities Spreadsheet*. In addition, during mobilization period the MEO Director will partner

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with the PMO and the 81<sup>st</sup> TRW Performance Management Council (PMC) to ensure the successful establishment of the performance management process. The MEO director will review and validate metrics and sources of measurement data for the Performance Requirements Document (PRD) and implement a Customer Satisfaction Measurement Plan for submission on the first day of transition. Additionally, the MEO Director and Quality Specialist will, commensurate with the start of the transition period, provide a monthly performance management report which at a minimum will initially include cost performance information followed by the addition of metric data after the completion of transition.